

From: [Alfano, Barbara](#)
To: [Moura, Rafaela](#)
Cc: [Johnson, Sharonita](#)
Subject: RE: Budget
Date: Tuesday, May 16, 2023 3:06:00 PM

Sharonita,

Is it a problem for Rafaela to make the additions of changing the project manager and adding the T&Cs to the CR as mentioned below? Or can she do another CR prior to this third amendment getting signed?

Barbara Alfano
404-217-0286

From: Moura, Rafaela <Moura.Rafaela@epa.gov>
Sent: Tuesday, May 16, 2023 2:47 PM
To: Alfano, Barbara <Alfano.Barbara@epa.gov>
Cc: Johnson, Sharonita <Johnson.Sharonita@epa.gov>
Subject: RE: Budget

I'm working on reviews this afternoon, does the person responsible for this originally have access to the grant file to fix it?

From: Alfano, Barbara <Alfano.Barbara@epa.gov>
Sent: Tuesday, May 16, 2023 1:31 PM
To: Moura, Rafaela <Moura.Rafaela@epa.gov>
Cc: Johnson, Sharonita <Johnson.Sharonita@epa.gov>
Subject: RE: Budget

Thank you Rafaela but the most recent amendment, which is attached, from earlier this year still has the wrong project manager. Joe Connell and his contact info should be Shannon instead. I agree that it has been a while since that happened. Glad we can get this change done this time.

Barbara Alfano
404-217-0286

From: Moura, Rafaela <Moura.Rafaela@epa.gov>
Sent: Tuesday, May 16, 2023 1:07 PM
To: Alfano, Barbara <Alfano.Barbara@epa.gov>
Cc: Johnson, Sharonita <Johnson.Sharonita@epa.gov>
Subject: RE: Budget

Barbara,
I'm cc'ing Sharonita on this so we are all on the same page.

My meeting with the grantee took place on 5/2/23 and I transcribed the meeting in full word for word. Shannon (the grantee) and Jay (former EPA employee) participated. The grantee thanked me for catching the budget error on the amended budget and went out of her way to thank me for catching the formula error which was in the excel worksheet as I suspected.

Sharonita and I met to discuss the CR on May 8, confirming the cost items that the grantee lowered and the increases to contractual costs. The grantee went out of her way on May 2, 2023 to mention that Kim Charick (Previous grant manager) knew about the personnel change that took place a few years ago and that she was surprised to receive the form you referenced below now since the personnel change took place years ago. Shannon also stated that she had assumed that the personnel change requirements had already been taken care of by the previous grant manager since it took place when Kim Charick was managing the grant.

Please find both forms referenced in the email below attached and shared with Sharonita. Please also let me know if you need any of my notes from the meeting.

Thanks,
Rafaela

From: Alfano, Barbara <Alfano.Barbara@epa.gov>
Sent: Tuesday, May 16, 2023 12:27 PM
To: Moura, Rafaela <Moura.Rafaela@epa.gov>
Subject: Budget

Rafaela,

Thank you for letting me know that you had the call with LBC and according to your email from last week, that you have been working with Sharonita on the budget change. I was asking you to provide a draft email because you had asked for help in the past in drafting emails, not because I wanted to manage this grant for you. I appreciate you working on this independently. But I notice that neither the key project form nor the most recent terms and conditions are part of the changes being made to the grant. I sent you the updated programmatic terms and conditions in an email to you in March, which is attached and Shannon included the updated key personnel form in her email to you on May 1. Please notify Sharonita as soon as possible that you are adding another change to the CR (it is another choice in the dropdown list and is something like Grantee Project Contact change) and that you want the programmatic T&Cs updated. Be sure to attach the Key Personnel form and the updated terms and conditions to the CR so that these can be done with this action.

Let me know if you have any questions at all.

Thanks,

Barbara Alfano
404-217-0286

From: Moura, Rafaela <Moura.Rafaela@epa.gov>
Sent: Tuesday, May 2, 2023 6:21 PM
To: Alfano, Barbara <Alfano.Barbara@epa.gov>
Subject: RE: FW: Budget

I didn't write a response Barbra, we had our quarterly call this afternoon and confirmed the budget at the meeting. She sent the budget at 10:26pm so I didn't write anything since she agreed to meet this afternoon. If you need to manage this on your end please let me know and you can attend all the meetings.

From: Alfano, Barbara <Alfano.Barbara@epa.gov>
Sent: Tuesday, May 2, 2023 6:05 PM
To: Moura, Rafaela <Moura.Rafaela@epa.gov>
Subject: FW: FW: Budget

Rafaela,

Please send me a draft of your response to Shannon based on your review of what she provided to you by Friday, May 5 at noon, prior to you sending it to Shannon.

Also, which of the times that Shannon proposed were you going to select to meet:

- 5/2, 1:30-2pm
- 5/3, 10-10:30am
- 5/9, 9-9:30am

Thanks,

Barbara Alfano
404-217-0286

From: Shannon Goodman <shannon@lifecyclebuildingcenter.org>
Sent: Monday, May 1, 2023 10:26 PM
To: Moura, Rafaela <Moura.Rafaela@epa.gov>
Cc: Alfano, Barbara <Alfano.Barbara@epa.gov>; Jay Bassett <JayBassett@viridiscities.com>; Mitchell, Jimmy (Atlanta) <Jimmy.Mitchell@skanska.com>; gharris@htsenterprise.com; Jackie Zong <jackie@lifecyclebuildingcenter.org>
Subject: Re: FW: Budget

Barbara / Rafaela - Please find attached a corrected original vs. amended budget as well as an updated budget justification worksheet and contact information form; I'm so sorry it's taken so long for me to send these to you. I have reformatted the budget to break out travel expenses separately; these had previously been included within the category "Other". I believe the attached documents address the remaining issues, but please let me know if this is not the case.

I have also included here our Q1 quarterly report, my apologies for the delay in sending this to you. A photo of our 2023 Breaking Barriers cohort is included as well, and we will forward to you the video from the graduation ceremony once this is completed.

Thank you & I look forward to connecting tomorrow afternoon!

Shannon Goodman
Executive Director

Lifecycle Building Center
678-592-0417
www.lifecyclebuildingcenter.org

On Thu, Apr 20, 2023 at 10:17 AM Moura, Rafaela <Moura.Rafaela@epa.gov> wrote:

Dear Shannon,

Barbara has asked me to send you the email below:

We would like to set up a time to discuss getting the budget amended soon! Your grant was awarded with the budget table shown in Table A of the attached award and shown below in the first column of the table in the email. Incorrect amounts are shown on your "original budget" column on the "Lifecycle Building Center - Breaking Barriers Through Deconstruction Project Budget - REVISED JANUARY 2023". So we can't use that to amend the grant. The "Lifecycle Building Center - Breaking Barriers Through Deconstruction Project Budget - REVISED JANUARY 2023" also does not add up. Note the \$58,000 in your Amended Budget is shown for the \$30K + \$10+ \$10K + \$36K+ \$2K. Those numbers add up to \$88K and not \$58K. So that needs correcting as well. I think we can get this done more quickly than you think!

Table A -Object Class Category	Budget Cost in		Subtracted Amount	Added Amount
	Original Award	Proposed revised budget		
1. Personnel	\$30,000	\$42,465		\$12,465
2. Fringe Benefits	\$0	\$0		
3. Travel	\$7,280	\$0	\$7,280	
4. Equipment	\$0	\$0		
5. Supplies	\$14,720	\$10,050	\$4,670	
6. Contractual	\$59,000	\$88,000		\$29,000
7. Construction	\$0	\$0		
8. Other	\$32,000	\$15,875	\$16,125.00	
9. Total Direct Charges	\$143,000	\$156,390		\$13,390
10. Indirect Costs:	\$0			
11. Total (Share: Recipient _____ % Federal _____ %)	\$143,000.00			
12. Total Approved Assistance Amount	\$50,000	\$50,000		
13. Program Income	\$0	\$0		
14. Total EPA Amount Awarded This Action	\$50,000	\$50,000		

Also, a friendly reminder to complete the Key Personnel form and the Budget Justification Worksheet attached here again in case you have problems please let me know.

Our grant specialist has also informed me that this request cannot be made without supporting documentation.

The next step for our grant specialist is to have the hotline to delete the award and the change request.

Thank you,
Rafaela